

**Town of Durham  
Board of Selectmen Meeting Minutes  
December 1<sup>st</sup> 2015**

**Call to Order:** Selectman Wakeman called the meeting to Order at 6:03 p.m., and Moved the Board into Executive Session pursuant to 1 MRSA, Title 1, Chapter 13, Section 405 (6) (C) Real Estate at 6:03 p.m. Selectman Libby Second. Motion Carried 4-0. Selectman Blake excused.

**Chairman Wakeman Announced** that the Board came out of Executive Session at 6.17 p.m.

**ACTION TAKEN:** None.

**Chairman Wakeman Announced** the Selectmen will take a brief recess at 6:17 p.m.

**Chairman Wakeman Called** the regular Selectmen's Meeting to Order at 6:36 p.m.

**Members Present:** Chairman Jeffrey Wakeman, Vice Chairman Sarah Hall, Selectman Michael Stewart. Selectman Joshua Libby. Selectman Mark Blake excused.

**Quorum:** Chairman Wakeman announced a Quorum has been met with four (4) members present.

**Also Present:** AA/TA Ruth Glaeser, Road Commissioner Calvin Beaumier, Codes Official Paul Baines, Fire Chief/EMA Director William St. Michel, Secretary Jill Toher, Town Clerk Shannon Plourde.

**Pledge of Allegiance:** Completed.

**Amendments to the Agenda:** Chairman Wakeman announced the following Amendments to the Agenda: 1) Add Discussion on PIT Position to item "D" under Action and Discussion Items; 2) Move Approval of BYOB Permit for Amvets Post #13 to item "E" under Action and Discussion Items.

**Public Present:** Pearl Scribner, Fred Fauver, Alan Stearns, Phil Baker, Wanda Finch, Diana Dimmock.

**Public Comments:** None.

**Consent Agenda:**

- a. Approval of Treasurer's Payables Warrant
- b. Approval of Regular Selectmen's Meeting Minutes–November 17<sup>th</sup> 2015
- c. Correspondence:
  - 1. LACO Minutes

**Vice Chairman Hall Moves** to Approve the Consent Agenda as Amended. Selectman Libby Second. Motion Carried 4-0.

**Action and Discussion Items:**

**a. Alan Stearns, Royal River Conservation Land Trust (a regional non-profit land trust)** – presented the Board with an update report and new map which depicts the newly acquired Chesley Meadows Preserve donated in part by Duncan Chesley who resides on the Davis Road. Fred Fauver a Royal River Conservation Trust member, accompanied Mr. Stearns. Mr. Stearns provided a brief overview which includes keeping the land open for all recreation purposes as it has been in the past. He asked that any parties interested in donating land to the trust contact them to explore options.

**b. Eureka Committee** – Pearl Scribner advised that she has fully researched obtaining a new stove and selected a five burner style with two ovens. Agren's price was \$1,800.00, but with a Black Friday Deal the price dropped to \$1,500.00. She then asked Agren's to honor the Home Depot price of \$1,200.00, which they did. Agren's will deliver the new stove and remove the old one. She advised there is about \$400.00 in the maintenance line for the hook up. Delivery is set for December 17<sup>th</sup> 2015.

**c. RSU#5 Petition** – Town Clerk Shannon Plourde advised she spoke to individuals regarding whether they, themselves signed the Petition and the signers she spoke to represented to her that they signed the Petition. With these confirmations the Petition has the 214 guaranteed signatures needed to move forward.

**d. PIT Position** – AA/TA Glaeser advised that two applications have been received to date. It was the consensus of the Board to move forward and set up interviews as soon as possible, hopefully Monday or Tuesday next week. Chairman Wakeman stated that along with the Selectmen, the interview committee will also include the former PIT and the Chairman of the Telecommunications Committee.

**e. Approval of BYOB Permit for Durham Amvets Post #13 (taken out of order) -** Selectman Libby asked for an update regarding code violations. Codes Official Baines advised a number have been rectified and there is an agreement with Post Commander Chad Burke that the remainder will be addressed within the next six months. He has a Temporary Conditional Use Permit.

**Selectman Libby Moves** to Approve the BYOB Permit for the event on December 4<sup>th</sup> 2015. Selectman Stewart Second. Motion Carried 4-0.

### **Department/Committee Reports:**

**a. Town Administrator AA/TA Glaeser** – reported that she will bring the proposed foreclosure list to the Board Meeting on December 15<sup>th</sup> 2015. Next discussed was the Christmas and New Year's Holiday Office closures.

**Chairman Wakeman Moves** to Allow the Office to open at 8:30 a.m., and close at 12:00 noon on Thursday, December 31<sup>st</sup> 2015 so the books can be closed out and payroll completed. Selectman Stewart Second. Motion Carried 4-0.

Selectman Stewart strongly urged to amply advertise this change as it affects those who customarily come to conduct their business on Thursday evenings.

**b. Road Commissioner Beaumier** – reviewed his Durham Public Works Department Head Report dated December 1<sup>st</sup> 2015, hereinafter referred to Attachment #1, one page, which is attached hereto and incorporated herein and made a part of these Minutes.

Road Commissioner Baumier has been reviewing the Personnel Policy Handbook and plans to make some suggestions to the Board. Chairman Wakeman stated that all three department heads should be included so that the policies are the same across the board. Chairman Wakeman further stated that if an employee is using comp or vacation time, both need prior approval, and should not be used to cover sick time.

Selectman Stewart made some inquiries to local gravel pit owners and prepared a price list for the Dugas and Labbe pits for the Road Commissioner. He advised that purchases, whenever possible, be made from Durham contractors.

**c. Codes Official Baines** – opened the conversation regarding a number of permits issued previously for which he can find no documentation of inspections in Town records. He consulted with MMA on this issue. He suggested the sellers get a certified third party inspector to sign off on those items which were inspected by the previous codes official for where the Codes Official Baines can find no inspection records. Costs for these inspections can run between \$100.00 and \$200.00. The permits in question appear to have been issued under the BOCA Code, which predates MUBEC.

Wanda Finch a real estate agent, represented that a property on Rangdale Road, is scheduled to close in five days, and needs inspection documentation for inside and outside drains around the foundation, which has been filled in or the sale could be lost. A very lengthy discussion followed.

Chairman Wakeman suggested the seller hire an independent engineering firm to inspect under MUBEC. Also suggested was that Ms. Finch phone Dan Feeney, the previous Codes Enforcement Officer, to certify he made these inspections, since he failed to document his inspections.

It was the consensus of the Board to have AA/TA Glaeser speak to Durham's Town Attorney and MMA to see what liability the Town may have, and whether reimbursement for such inspections from the Town would be appropriate, and report her findings at the next Board meeting.

**d. Fire Chief/EMA Director St. Michel** – reviewed his Selectmen's Report dated December 1<sup>st</sup> 2015, hereinafter referred to as Attachment #2, one page, which is attached hereto and incorporated herein and made a part of these Minutes.

The Fire Chief discussed the difficulty of being approved for the Fire Act Grant, but intends to resubmit last year's request adding updated information.

The Engine Purchase Committee has narrowed the proposals down to two and plans to set up meetings with both vendors to discuss their proposals in depth.

#### **Selectmen's Comments:**

Chairman Wakeman announced the following: Regular Selectmen's meetings will be held on Tuesday, December 15<sup>th</sup> 2015 and Tuesday, December 29<sup>th</sup> 2015 at the Town Office at 6:30 p.m.

Chairman Wakeman announced the office will be closed for the Christmas Holiday and according to Policy the Office will be closed on Thursday, December 24<sup>th</sup> 2015 and Friday, December 25<sup>th</sup> 2015.

The Board next discussed the Office closing schedule for the annual closing of the books and the New Year's Holiday.

**Chairman Wakeman Moves** to allow the office to open at 8:30 a.m., and to close at 12:00 noon on Thursday, December 31<sup>st</sup> 2015 so the closing of the books can be completed and payroll can be prepared. Selectman Stewart Second. Motion Carried 4-0.

The Office will be closed on Friday, January 1<sup>st</sup> 2016 in observance of New Years' Day.

**Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1 M.R.S.A., ss. 405(6)(A) – Personnel – Discussion of Fire Department Reviews at 7:50 p.m., preceded by a brief recess. Vice Chairman Hall Second. Motion Carried 4-0.

Respectfully submitted,

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Jill Toher  
Meetings Secretary

**Attachment #1:** Road Commissioner's Department Head Report dated December 1<sup>st</sup> 2015, one page.

**Attachment #2:** Fire Chief/EMA Director's Selectmen's Report dated December 1<sup>st</sup> 2015, one page.

**Chairman Wakeman Announced** the Board came out of Executive Session at 8:05 p.m.

**ACTION TAKEN:** **Vice Chairman Hall Moves** to Accept the Employee Evaluations as presented. Selectman Libby Second. Motion Carried 4-0.

**Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) – Personnel Matters – Discussion of Fire Chief Review 8:06 p.m. Selectman Libby Second. Motion Carried 4-0.

**Chairman Wakeman Announced** the Board came out of Executive Session at 8:41 p.m.

**ACTION TAKEN:** **None.**

**Chairman Wakeman Moves** the Board into Executive Session pursuant to Title #1, M.R.S.A., ss. 405(6)(A) Personnel Matters – Discussion of Administrative Department Reviews at 8:44 p.m. Selectman Stewart Second. Motion Carried 4-0.

**Chairman Wakeman Announced** the Board came out of Executive Session at 9:16 p.m.

**ACTION TAKEN:** **Chairman Wakeman Moves** to Accept the Employee Evaluations as presented. Selectman Stewart Second. Motion Carried 4-0.

**Adjournment:** **Vice Chairman Hall Moves** to Adjourn at 9:17 p.m. Selectman Stewart Second. Motion Carried 4-0.

Respectfully submitted,

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Jeffrey Wakeman  
Chairman